

**City of Auburn
Building Department
1225 Lincoln Way
Auburn, CA 95603
(530) 823-4211**

**CITY OF AUBURN BUILDING DEPARTMENT PROCEDURE
FOR OBTAINING RESIDENTIAL BUILDING PERMITS**

A building permit is required for all construction not specifically exempted by the Uniform Building Code. The building permit shall include all electrical, mechanical and plumbing work included in the project.

AUBURN CITY BUILDING CODES:

Uniform Building Code	1997 Edition
Uniform Plumbing Code	1997 Edition
Uniform Mechanical Code	1997 Edition
National Electrical Code	1996
Auburn Municipal Code	

YOU SHOULD BE AWARE BEFORE HAVING PLANS DRAWN FOR YOUR DWELLING THAT IF YOUR LOT HAS A SLOPE OF 10% OR MORE, YOU MAY BE REQUIRED TO HAVE STEMWALL CONSTRUCTION RATHER THAN A SLAB. FOR FURTHER INFORMATION, CONTACT THE COMMUNITY DEVELOPMENT DEPT. AND PROVIDE THEM WITH THE ADDRESS AND/OR PARCEL NUMBER.

Following are the requirements when submitting plans:

1. Five (5) sets of plans which must include:
 - A. Plot Plan/Site Plan
 - B. Four exterior elevations
 - C. Details and cross section
 - D. Show square footage of each area, i.e. residence, garage, decking or covered porch
 - E. Detailed foundation plan
2. When engineering is required, the calculations submitted must be done by a licensed architect or engineer and **MUST BE STAMPED AND SIGNED WITH ORIGINAL SIGNATURE ON ALL PAGES OF THE PLANS THAT APPLY TO ENGINEERING CALCULATIONS.**

3. Prepare plans delineating the nature of the project and types of all structural materials to be used.

4. Who may draw plans: Individuals may prepare plans for the following:

A. Single-family dwellings of wood frame construction not more than two stories and basement in height.

B. Multiple dwellings containing no more than four (4) dwellings, of wood frame construction not more than two stories and basement in height.

C. Garages or other structures appurtenant to buildings described in A and B above.

Five (5) copies of plans are required. If construction deviates from conventional framing requirements for wood frame construction found in Chapter 23 of the 1997 edition of the U.B.C. or tables of limitation for wood frame construction, plans must be prepared by a licensed architect or registered engineer. The documents prepared shall bear the stamp and original signature of the licensee who is responsible for their preparation. When spans between supports exceed 25 feet, structural members are to be designed by licensed architect or registered engineer.

5. All steel frame and concrete buildings or concrete block walls over four (4) feet high must be engineered.

6. For estimating Building Department fees for residential construction, see page 7.

7. School fees, which currently totals \$2.00 per sq. ft., must be paid prior to issuance of the Building Permit, and the receipt presented at issuance. Contact Auburn Union School District to find out if "Mello-Roos" or "MBA" fees apply.

CITY OF AUBURN

Preparation of Plans

Please follow these instructions when preparing plans for a permit. This is necessary in order to provide uniformity in filing and future reference to plan documents, and to provide a more effective and efficient building inspection service. Deviations may be accepted for unusual circumstances. **WE REQUIRE 5 COMPLETE SETS OF ALL RESIDENTIAL PLANS.**

Plot Plan: Assessor's Parcel Number, if available; dimensions of property and North point. Locations and dimensions of all other buildings, location of easements, rights of way, porches, driveways, retaining walls, fences and decks, landings and stairways. Grade elevations at each floor level, each principal corner of structures, and each corner of property. All building setbacks from each abutting property line shall be shown. When site grade exceeds 15%, a licensed soils engineer's report may be required. Plans must be signed by person preparing them and must have owner's name and address and the job site address. The plot plan must also show drainage of the lot; indicate cuts or fills, if any, and show how the lot will positively drain.

Detailed Foundation Plan: (Scale 1/4" = 1' minimum.) Show all wall and footing outlines, access door, piers, girders, floor joists and dimensions.

Floor Plans: (Scale 1/4" = 1' minimum.) One plan for each story. If building has crawl space, provide separate foundation plan. Use of each area or room must be specifically noted; direction, size and spacing of all ceiling framing members, columns and piers shown; location of all partitions indicating door and window sizes and direction of swing; location and size of all permanently installed construction and equipment such as kitchen cabinets, closets, storage, plumbing fixtures, water heater, heating system, etc.; location of all electrical equipment, including switches, outlets, fixtures, smoke detectors, etc.

Roof Plan: (Scale 1/4" = 1' minimum.) A detailed roof plan drawn to the above scale.

Exterior Elevations: (Scale 1/8" = 1' minimum.) Front, rear and both side elevations. Wall finishes where more than one type is used. Depth of wall footings if stepped type. Finish floor line. Finish grade lines at building. Show wall bracing compliance per UBC.

Details and Sections: (Scale 3/8" = 1' minimum.) Section through exterior wall showing all details of construction from footings to highest point of roof. Where more than one type of wall or roof material is used, show each type. Section through any portion where various levels are used. Section through all stairs, landings and stairwells, including headroom clearances.

Where trusses are used, provide stress diagram and gusset details. Section through fireplace.

Snow Loading: All of Auburn is declared a snow area, the snow load for this area being twenty (20) pounds, non-reducible.

Exempted Work: The Uniform Building Code specifically exempts the following work from the requirement of obtaining a permit:

1. One-story detached accessory buildings used as tool and storage sheds, playhouses, and similar uses, provided the area does not exceed 120 square feet.
2. Fences not over six (6) feet high.
3. Retaining walls which are not over four (4) feet in height, measured from the bottom of the footing to the top of the wall, **unless supporting a surcharge.**
4. Platforms, walks, and driveways not more than thirty (30) inches above grade and not over any basement or story below.
5. Painting, papering and similar finish work.
6. Prefabricated swimming pools accessory to single family residences in which the pool walls are entirely above the adjacent grade and if the capacity does not exceed 5,000 gallons.

Encroachment Permit:

Before the issuance of a Building Permit by this department, it may be necessary to obtain an Encroachment Permit from the Public Works Department. This can be done when submitting plans for plan check.

Miscellaneous Information

1. Residential and commercial building permits expire one (1) year from date of issuance.
2. The office copy of building plans for residences must be kept in the Building Department office for 90 days after final inspection date and at that time shall be destroyed. Commercial plans are kept indefinitely.
3. All pages of engineered plans, calculations, specifications, details, etc., shall be signed (wet signature) by the engineer or architect and shall show the stamp of his/her seal or registration number.
4. Exact fees cannot be quoted due to mitigation fees, which vary depending on property location.
5. Due to the length of time required for completion of the building permit application process, this office requests that no plans be submitted (application made) or issued after 4:30 p.m.

GENERAL INFORMATION FOR OBTAINING A BUILDING PERMIT SINGLE FAMILY DWELLING

1. Submit five (5) complete sets of plans (each must include site plan), 2 sets of energy calc's, sets of engineering calc's and roof trusses, if required.
2. At time of submission the plan check fee portion of the building permit is collected. It is also recommended that you apply for your Encroachment Permit at this time, which requires three copies of the site plan; liability coverage in the amount of \$100,000 with the City of Auburn named as an additional insured; and a fee of 5% of the cost of the job.
3. The plans are routed to the Planning, Public Works, and Fire Departments for approval, and to the Building Department for plan check. A fire, life, safety, and structural analysis is done, along with check for compliance with current building codes. Plans are checked in order received, generally taking approximately 3-4 weeks after they have been submitted.
4. The owner/contractor or architect is contacted advising that the permit can be issued or corrections to the plans must be made.
5. Prior to the issuance of the building permit, the school developer fees must be paid and proof submitted to the Building Department.
6. Once building plans are approved by the Building Department and approvals obtained from Planning, Public Works and Fire Departments (i.e. encroachment permit, grading permit, etc.) and any other approvals necessary have been received, the building permit can be issued. At this time the balance of the building permit fee will be due, including sewer fees and any mitigation fees that might be applicable. The school fee receipt must be presented at this time.
7. After issuance of the building permit, construction can begin and regular inspections called for as needed. Payment of the Facilities & Equipment Fee (\$2,750.00) must be made when construction is ready for final inspection. This final inspection must be made prior to expiration of the permit (one year from date of issue) or you will need to renew the permit before the expiration date.

RESIDENTIAL FEE SCHEDULE

The following is the criteria upon which building permit amounts are based and the procedure followed in arriving at the cost of a permit for a new residence within the Auburn city limits.

Valuation: The following amounts are used by the Building Department to arrive at the valuation of the structure. Each figure is multiplied by the square footage of the specified area.

\$77.90 sq. ft. - Dwelling

20.60 sq. ft. - Garage

13.90 sq. ft. - Deck/Covered Patio/Carport

Example: 2,000 sq. ft. house x \$77.90 = \$155,800.00
500 sq. ft. garage x \$20.60 = 10,300.00
200 sq. ft. deck x \$13.90 = 2,780.00
\$68,880.00 Value

Building permit fee is 1% of the valuation, in this case \$1,688.80.

A plan check fee is collected when plans are brought in and is based on 65% of the building permit fee. (65% of \$1,688.80 = \$1,097.72 for plan check.)

The following fees are collected at permit issuance:

Building Permit \$1,688.80

Sewer Connection fee \$3,500.00

Energy check 40.00/minimum

SMIP .00010% of total valuation

(Some subdivisions have special mitigation fees - please inquire.)

A Facilities/Equipment fee of \$2,750.00 is collected on all new construction and is payable before final inspection!

School fees are currently \$2.00 per square foot of dwelling space unless Mello-Roos applies. (Contact Auburn Union School Dist. To see if "Mello Roos" or "MBA" fees apply.)

The above should give you some idea of the cost of your building permit.

CITY OF AUBURN BUILDING DEPARTMENT, 530/823-4211 ext. 135

SITE PLAN REQUIREMENTS

1. Freehand sketches for site plans are acceptable only for carports, decks, etc. All other site plans must be accurately drawn in ink and to a commonly recognized scale. Penciled plans are not acceptable.
2. Site plans must be drawn on clear, unlined paper; ruled paper, including graph paper, is unacceptable. Site plan must be a minimum size of 8" x 11". Multiple pieces of paper taped together are not acceptable.
3. The site plan must include the following information:
 - A. All property dimensions must be shown. Include a north arrow.
 - B. All existing and proposed buildings and structures shall be shown and labeled as to use. Include any proposed or existing outbuildings.
 - C. Show setbacks of all structures, including decks and stairways, from property lines, roads/rights of way.
 - D. Show parking. Two 9' x 17' spaces are required per single family residence.
 - E. Show driveway access.
 - F. Show all easements, including utility and road easements; label and name roads.
 - G. Show Assessor's Parcel Number, if available.
4. Contact the Auburn Planning Department on questions regarding setback/site plan information at 823-4211, ext. 103.
5. For water requirements, contact the Placer County Water Agency at 823-4850.

OWNER - BUILDER INFORMATION

For your protection you should be aware that if you are listed on the Building Permit as “owner-builder”, you are the responsible party of record on such a permit. Building permits are not required to be signed by property owners unless they are personally performing their own work. If your work is being performed by someone other than yourself, you may protect yourself from possible liability if that person applies for the proper permit in his or her name. Contractors are required by law to be licensed and bonded by the State of California and to have a business license from the City. They are also required by law to put their license number on all permits for which they apply.

If you plan to do your own work, with the exception of various trades that you plan to subcontract, you should be aware of the following information for your benefit and protection:

If you employ or otherwise engage any persons other than your immediate family, and the work (including materials and other costs) is \$300 or more for the entire project, and such persons are not licensed as contractors or subcontractors, then you may be an employer. If you are considered an employer, you must register with the State and Federal government as such and you are subject to several obligations, including State and Federal Income Tax withholding, Federal Social Security taxes, Workmen’s Compensation Insurance, Disability Insurance costs and Unemployment Compensation contributions. There may be financial risks for you if you do not carry out these obligations, and these risks are especially serious with respect to Workmen’s compensation insurance coverage.

For more specific information about your obligations under Federal law, contact the Internal Revenue Service (and, if you wish, the U.S. Small Business Administration). For more specific information about your obligations under State law, contact the Department of Benefit Payments and the Division of Industrial Accidents.

Information about licensed contractors may be obtained by contacting the State Contractors License Board at 255-4096 or the Placer County Contractors Association.